

ROUTING AND RECORD SHEET



SUBJECT: (Optional)

Luncheon Briefings for the Brookings Institution

 FROM: Royal E. Elmendorf
 ADDA
 6E08 - OHB

EXTENSION

NO. DDA 89-2219

DATE 00 DEC 1989

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

2. D/OFM
1212, Key

3. D/OIT

4. D/OL

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1D4061, OHB6. D/OP
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DDA 89-2219

06 DEC 1989

MEMORANDUM FOR: Director of Communications
Director of Financial Management
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Royal E. Elmendorf
Acting Deputy Director for Administration

SUBJECT: Luncheon Briefings for the Brookings
Institution

1. The DDA and I will be acting as hosts at two of the thirteen Brookings Institution luncheon briefings scheduled during 1990. Representatives from the Directorate should be available at all thirteen sessions to participate as table hosts and discussants. I ask that you identify key representatives from your offices who can be called upon to act in this capacity for one or more of the sessions. These people should be at the GS-14 and higher level.

2. The six-day Public Policy conferences are designed to provide senior-level corporate executives with a detailed overview of the Federal Government and the Washington policy-making process. Tours include both Houses of Congress, the Supreme Court, the Departments of Defense, State and Transportation, and the Central Intelligence Agency.

3. The format for the CIA session will continue as in the past: luncheon at 1200 in the Executive Dining Room followed by a briefing in the DCI Conference Room from 1300 to 1400. The host will conduct a 10-15 minute overview of the Agency and the Intelligence Community followed by a question and answer period in which Agency discussants, selected for their expertise, will participate. The cost of the luncheon is borne by the Brookings Institution.

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4. Please forward to the DA/Senior Training Officer, no later than 15 December 1989, a list of three officers who could serve as discussants. Please include their titles, areas of expertise, office mailing addresses and secure telephone numbers. Should you have any questions, contact [redacted] on [redacted] Representatives from the Center for the Study of Intelligence will contact your representatives to arrange specific dates.

[redacted]
Royal E. Elmendorf

DA/CMS, [redacted]

Distribution:

- Orig - STO
- 1 - Each addressee
- 2 - DDA
- 2 - CMS